



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Public Works: Street Services

Additional Information: FINANCIAL SERVICES SECTION (STM/002)

Submitting Date: 7/26/2018 Email me a copy

***Quantity:** 667 Boxes

Records Dated From 05/14/1972 **To** 12/31/2005

Description:
4 BOXES D005. DUMP TICKETS AND INVOICES 1974 - 1985
1 BOXES D016. PURCHASE ORDER (GS/S-2) 1980 - 1981
2 BOXES 0023. SUB PURCHASE ORDER (GEN.) 1981 - 1982
1 BOXES 0003. BUDGET 1982 - 1983

Attachment: [2 MB max] [STM002 667 boxes.pdf](#)

Department Authorization

Authorizing Person: Stephanie Clements **Date:** 06/14/2018

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

SHANNON HOPPE

Date Signed:

07/26/2018

APPROVE

REJECT

Signature:

Date of Notification: 07/31/2018

(Records will be held for 60 days from this date).

SUBMIT

CANCEL

Text

4 BOXES D005. DUMP TICKETS AND INVOICES 1974 - 1985
1 BOXES D016. PURCHASE ORDER (GS/S-2) 1980 - 1981
2 BOXES 0023. SUB PURCHASE ORDER (GEN.) 1981 - 1982
1 BOXES 0003. BUDGET 1982 - 1983
3 BOXES 0004. BUR OF ST. MAINTENANCE CONTRACT TRUCK CHARGES 1978 - 1983
9 BOXES 0017. CORRESPONDENCE AND SUBJECT FILES 1998 - 1998
647 BOXES 0029. TIMESHEETS 1972 - 2005

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D005.	DUMP TICKETS AND INVOICES	01/01/1974	06/30/1985	TO+2	4
D016.	PURCHASE ORDER (GS/S-2)	07/01/1980	06/30/1981	TO+3	1
D023.	SUB PURCHASE ORDER (GEN.)	01/01/1981	12/31/1982	TE+3	2
O003.	BUDGET	07/01/1982	06/30/1983	TO+20	1
O004.	BUR OF ST. MAINTENANCE CONTRACT TRUCK CHARGES	01/01/1978	12/31/1983	CL+7	3
O005.	BUREAU OF STREET MAINTENANCE COST AND ACTIVITY	07/01/2002	06/30/2005	CL+8	17
O017.	CORRESPONDENCE AND SUBJECT FILES	06/01/1998	11/30/1998	AR+5	9
O029.	TIMESHEETS	05/14/1972	12/31/2005	TO+12	678 647

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 710

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

710
~~44~~ 43
~~666~~ 667

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

06/14/2018

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 29

RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
✓ D005. /STM/002/	DUMP TICKETS AND INVOICES "City Service Truck Owners Association, Daily Reports", by payee.	TO+2	6/1/1978	12/31/1978		000000001 CRC	60983	1
✓ D005. /STM/002/	DUMP TICKETS AND INVOICES Dump Tickets: FY 1983-1984	TO+2	7/1/1983	6/30/1984		000000001 CRC	109192	2
✓ D005. /STM/002/	DUMP TICKETS AND INVOICES City Service Truck Owners Association: Daily Report: 1974	TO+2	1/1/1974	12/31/1974	DO	000000003 CRC	2868	3
✓ D005. /STM/002/	DUMP TICKETS AND INVOICES Dump Tickets: FY 1984-1985	TO+2	7/1/1984	6/30/1985		000000006 CRC	109197	4
✓ D016. /STM/002/	PURCHASE ORDER (GS/S-2) "Contracts" [Request to encumber funds]: 1980 - 1981.	TO+3	7/1/1980	6/30/1981		000000005 CRC	109196	5
✓ D023. /STM/002/	SUB PURCHASE ORDER (GEN.) Sub-Purchase Orders 1981-1982:	TE+3	1/1/1981	12/31/1982		000000003 CRC	109194	6
✓ D023. /STM/002/	SUB PURCHASE ORDER (GEN.) Sub-Purchase Orders 1981-1982:	TE+3	1/1/1981	12/31/1982		000000003 CRC	810282	7
✓ O003. /STM/002/	BUDGET BUDGET CORRESPONDENCE	TO+20	7/1/1982	6/30/1983	DO	000000212 CRC	52309	8
✓ O004. /STM/002/	BUR OF ST. MAINTENANCE CONTRACT TRUCK CHAF Contract TruckProgram: Daily Reports 1979.	CL+7	1/1/1979	12/31/1979		000000002 CRC	60984	9
✓ O004. /STM/002/	BUR OF ST. MAINTENANCE CONTRACT TRUCK CHAF Contract TruckProgram: Daily Reports 1980.	CL+7	1/1/1980	12/31/1980		000000003 CRC	60985	10
✓ O004. /STM/002/	BUR OF ST. MAINTENANCE CONTRACT TRUCK CHAF Contract TruckProgram: Daily Reports 1982	CL+7	1/1/1978	12/31/1983		000000005 CRC	60987	11
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 05 A-O	CL+8	7/1/2004	6/30/2005		000004131 CRC	722170	12
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 AGUAYO - CHU	CL+8	7/1/2002	6/30/2003		000004132 CRC	722171	13
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 CLARK - GUILLAND	CL+8	7/1/2002	6/30/2003		000004133 CRC	722172	14
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 GUILLEN - MARTINEZ	CL+8	7/1/2002	6/30/2003		000004134 CRC	722173	15
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 MARTINEZ - ORELLANA	CL+8	7/1/2002	6/30/2003		000004135 CRC	722174	16
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 ORTIZ - TOLIVER	CL+8	7/1/2002	6/30/2003		000004136 CRC	722175	17
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 03 TOROSIAN - ZOVAK	CL+8	7/1/2002	6/30/2003		000004137 CRC	722176	18
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 04 ACEVEDO - DREW	CL+8	7/1/2003	6/30/2004		000004138 CRC	722177	19
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 04 DUENAS - HUERTA	CL+8	7/1/2003	6/30/2004		000004139 CRC	722178	20
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 04 INEZ - MUNOZ	CL+8	7/1/2003	6/30/2004		000004140 CRC	722179	21
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 04 MURILLO - TOROSIAN	CL+8	7/1/2003	6/30/2004		000004141 CRC	722180	22
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI SPECIAL ADJS FY 04 TORRES - ZOVAK	CL+8	7/1/2003	6/30/2004		000004142 CRC	722181	23
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI WC CORRECTIONS FY04	CL+8	7/1/2003	7/2/2004		000004143 CRC	722182	24
O005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI WC CORRECTIONS FY04	CL+8	6/2/2003	6/26/2004		000004144 CRC	722183	25

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 11

Reviewer Initials: D/S

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 29

RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI WO CORRECTIONS FY 03 PP02WK1 - PPO7WK2	GL+8	7/1/2002	6/30/2003	000004145	CRC	722184	26
0005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI WO CORRECTIONS FY 03 PP08WK1 - PP15WK1	GL+8	7/1/2002	6/30/2003	000004146	CRC	722185	27
0005. /STM/002/	BUREAU OF STREET MAINTENANCE COST AND ACTI WO CORRECTIONS FY 03 PP15WK2 - PP26WK2	GL+8	7/1/2002	6/30/2003	000004147	CRC	722186	28
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES Private Public Resurfacing/Reconstruc-	AR+5	6/1/1998	11/30/1998	000004084	CRC	721949	29
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES Private Public Resurfacing/Reconstruc-	AR+5	6/1/1998	11/30/1998	000004085	CRC	721950	30
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES Private Public Resurfacing/Reconstruction Program (various locations)	AR+5	6/1/1998	11/30/1998	000004086	CRC	721951	31
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES 1997/98 CAPITAL IMPROVEMENT ST.	AR+5	6/1/1998	11/30/1998	000004087	CRC	721952	32
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES 1997/98 CAPITAL IMPROVEMENT ST.	AR+5	6/1/1998	11/30/1998	000004088	CRC	721953	33
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES 1997/98 CAPITAL IMPROVEMENT ST.	AR+5	6/1/1998	11/30/1998	000004089	CRC	721954	34
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES Mariachi Plaza/Storm Drain Files	AR+5	6/1/1998	11/30/1998	000004090	CRC	721955	35
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES Program Supplements	AR+5	6/1/1998	11/30/1998	000004091	CRC	721956	36
✓ 0017. /STM/002/	CORRESPONDENCE AND SUBJECT FILES 1990-1991 Five Year Capital Program	AR+5	6/1/1998	11/30/1998	000004092	CRC	721957	37
✓ 0029. /STM/002/	TIMESHEETS Daily Time, Work, and Material Report; Sept. 1975.	TO+12	9/1/1975	9/30/1975		CRC	32934	38
✓ 0029. /STM/002/	TIMESHEETS SM-EEA PW - St Maint.	TO+12	7/1/1972	8/19/1972		CRC	16100	39
✓ 0029. /STM/002/	TIMESHEETS Daily Timesheets, Asphalt Delivery Tickets; July 1-12, 1980.	TO+12	7/1/1980	7/12/1980	000000002	CRC	63340	40
✓ 0029. /STM/002/	TIMESHEETS Daily Timesheets, Asphalt Delivery Tickets; July 1980.	TO+12	7/1/1980	7/31/1980	000000003	CRC	63341	41
✓ 0029. /STM/002/	TIMESHEETS Daily Timesheets, Asphalt Delivery Tickets; July 27 - August 9, 1980.	TO+12	7/27/1980	8/9/1980	000000004	CRC	63342	42
✓ 0029. /STM/002/	TIMESHEETS Daily Timesheets, Asphalt Delivery Tickets; August 10-23, 1980.	TO+12	8/10/1980	8/23/1980	000000005	CRC	63343	43
✓ 0029. /STM/002/	TIMESHEETS Weekly Timesheets: W/E 10/28, 11/4, 11/11; 1978	TO+12	10/28/1978	11/11/1978	000000008	CRC	801064	44
✓ 0029. /STM/002/	TIMESHEETS Annual Reports:	TO+12	7/1/1976	6/30/1978	000000011	CRC	81567	45
✓ 0029. /STM/002/	TIMESHEETS Timesheets Feb. 24 to March 8, 1980.	TO+12	2/24/1980	3/8/1980	000000033	CRC	808043	46
0029. /STM/002/	TIMESHEETS Street Tree Division, Daily Time sheets. 12/08/1984 to 01/04/1975	TO+12	12/8/1974	1/4/1975	000000046	CRC	40928	47
0029. /STM/002/	TIMESHEETS Street Tree Division, Daily Time sheets. 01/05/1975 to 02/01/1975	TO+12	1/5/1975	2/1/1975	000000047	CRC	40930	48
0029. /STM/002/	TIMESHEETS STREET TREE (743) & LOT CLEANING (741)	TO+12	4/18/1982	4/27/1982	000000047	CRC	81539	49
0029. /STM/002/	TIMESHEETS Street Tree Division, Daily Time sheets. 02/03/1975 to 03/01/1975	TO+12	2/3/1975	3/1/1975	000000048	CRC	40932	50

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 18

Reviewer Initials: JA

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

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RECORDS OF: FINANCIAL SERVICES SECTION /STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
✓ 0029. /STM/002/	TIMESHEETS Street Maintenance Timesheets March 3 - March 29, 1975	TO+12	3/3/1975	3/29/1975		00000049 CRC	40934	51
0029. /STM/002/	TIMESHEETS St. Tree Timesheets March 30 - April 26, 1975	TO+12	3/30/1975	4/26/1975		00000050 CRC	40936	52
0029. /STM/002/	TIMESHEETS Street Tree Division, Daily Time sheets. 05/25/1975 to 06/30/1975	TO+12	5/25/1975	6/30/1975		00000052 CRC	40940	53
✓ 0029. /STM/002/	TIMESHEETS Daily Time, Work and Material Report 07/21/1974 to 01/17/1975	TO+12	7/21/1974	1/17/1975		00000053 CRC	40942	54
0029. /STM/002/	TIMESHEETS STREET TREE (743) & LOT CLEANING (741)	TO+12	2/21/1982	3/7/1982		00000062 CRC	81554	55
✓ 0029. /STM/002/	TIMESHEETS TIMESHEETS - STREET MAINT. DIV. July - August 1974.	TO+12	7/1/1974	8/31/1974	DO	000000C2 CRC	40840	56
✓ 0029. /STM/002/	TIMESHEETS SM-EEA PW - St Maint.	TO+12	5/14/1972	6/30/1972		00000026 CRC	16098	57
✓ 0029. /STM/002/	TIMESHEETS TIMESHEET STUBS PES 10/10/1987 - 11/7/1987	TO+12	10/10/1987	11/7/1987	DO	000000323 CRC	105687	58
✓ 0029. /STM/002/	TIMESHEETS TIMESHEETS, ST. MAINT. DIV.	TO+12	3/2/1986	3/8/1986	DO	000000327 CRC	105691	59
✓ 0029. /STM/002/	TIMESHEETS Div. 800s Daily Timesheets: 8/17/1975 - 9/13/1975.	TO+12	8/17/1975	9/13/2005		000000C25 CRC	32898	60
✓ 0029. /STM/002/	TIMESHEETS St. Tree Timesheets; May, 1975	TO+12	5/1/1975	5/31/1975		000000C51 CRC	40938	61
✓ 0029. /STM/002/	TIMESHEETS Contract Trucks: July 6, 1976 - Feb. 16, 1975.	TO+12	7/6/1974	2/16/1975		000000C54 CRC	40944	62
0029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	1/7/2001	1/13/2001		000002314 CRC	611039	63
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	12/31/2000	1/6/2001		000002343 CRC	611044	64
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	1/7/2001	1/13/2001		000002344 CRC	611045	65
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	1/14/2001	1/20/2001		000002345 CRC	611046	66
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	1/21/2001	1/27/2001		000002346 CRC	611047	67
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	1/28/2001	2/3/2001		000002347 CRC	611048	68
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	2/4/2001	2/10/2001		000002348 CRC	611049	69
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	2/11/2001	2/17/2001		000002349 CRC	611050	70
0029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	2/18/2001	2/24/2001		000002350 CRC	611051	71
0029. /STM/002/	TIMESHEETS Timesheets Labor PP 15	TO+12	12/31/2000	1/13/2001		000002392 CRC	640126	72
0029. /STM/002/	TIMESHEETS Timesheets Labor PP 16	TO+12	1/14/2001	1/27/2001		000002393 CRC	640127	73
0029. /STM/002/	TIMESHEETS Timesheets Labor PP 17	TO+12	1/28/2001	2/10/2001		000002394 CRC	640128	74
0029. /STM/002/	TIMESHEETS Timesheets Labor PP 18	TO+12	2/11/2001	2/24/2001		000002395 CRC	640129	75

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 8
9

Reviewer Initials: LA

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

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RECORDS OF:		FINANCIAL SERVICES SECTION				/STM/002/		
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	2/25/2001	3/3/2001		000002412 CRC	611052	76
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	3/4/2001	3/10/2001		000002413 CRC	611053	77
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	3/11/2001	3/17/2001		000002414 CRC	611054	78
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	3/18/2001	3/24/2001		000002415 CRC	611055	79
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	3/25/2001	3/31/2001		000002416 CRC	611056	80
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	4/1/2001	4/7/2001		000002417 CRC	611057	81
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	4/8/2001	4/14/2001		000002418 CRC	611058	82
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	4/15/2001	4/21/2001		000002419 CRC	611059	83
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	4/22/2001	4/18/2001		000002420 CRC	611060	84
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	4/29/2001	5/5/2001		000002421 CRC	611061	85
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	5/6/2001	5/12/2001		000002422 CRC	611062	86
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	5/13/2001	5/19/2001		000002423 CRC	611063	87
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	5/20/2001	5/26/2001		000002424 CRC	611064	88
O029. /STM/002/	TIMESHEETS TIMESHEETS - EQUIPMENT	TO+12	5/27/2001	6/2/2001		000002425 CRC	611065	89
O029. /STM/002/	TIMESHEETS Timesheets Labor PP19 ✓	TO+12	2/25/2001	3/10/2001		000002426 CRC	640130 K37386	90
O029. /STM/002/	TIMESHEETS Timesheets Labor PP20 ✓	TO+12	3/11/2001	3/24/2001		000002427 CRC	640131 K37387	91
O029. /STM/002/	TIMESHEETS Timesheets Labor PP21 ✓	TO+12	3/25/2001	4/7/2001		000002428 CRC	640132 K37388	92
O029. /STM/002/	TIMESHEETS Timesheets Labor PP22 ✓	TO+12	4/8/2001	4/21/2001		000002429 CRC	640133 K37389	93
O029. /STM/002/	TIMESHEETS Timesheets Labor PP23 ✓	TO+12	4/22/2001	5/5/2001		000002430 CRC	640134 K37390	94
O029. /STM/002/	TIMESHEETS Timesheets Labor PP24 ✓	TO+12	5/6/2001	5/19/2001		000002431 CRC	640135 K37391	95
O029. /STM/002/	TIMESHEETS Timesheets Labor PP25 ✓	TO+12	5/20/2001	6/2/2001		000002432 CRC	640136 K37392	96
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	1/14/2001	1/20/2001		000002446 CRC	611066	97
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	1/21/2001	1/27/2001		000002447 CRC	611067	98
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	1/28/2001	2/3/2001		000002448 CRC	611068	99
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	2/4/2001	2/10/2001		000002449 CRC	611069	100

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 25

Reviewer Initials: JS

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

Box List Page 5 of 29

RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	2/11/2001	2/17/2001	000002450		611070	101
						CRC		
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	2/18/2001	2/24/2001	000002451		611071	102
						CRC		
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	2/25/2001	3/3/2001	000002452		611072	103
						CRC		
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	3/4/2001	3/10/2001	000002453		611073	104
						CRC		
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	3/11/2001	3/17/2001	000002454		611074	105
						CRC		
O029. /STM/002/	TIMESHEETS TIMESHEETS - LABOR	TO+12	3/18/2001	3/24/2001	000002455		611075	106
						CRC		
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/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
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0029. /STM/002/	TIMESHEETS Timesheets, Equipment	TO+12	12/8/2002	12/14/2002	000003024	CRC	640316	240
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0029. /STM/002/	TIMESHEETS Timesheets, Equipment	TO+12	12/15/2002	12/21/2002	000003025	CRC	640317	241
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0029. /STM/002/	TIMESHEETS Timesheets, Equipment	TO+12	12/22/2002	12/28/2002	000003026	CRC	640318	242
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0029. /STM/002/	TIMESHEETS Equip. Weedlein Report	TO+12	7/3/2000	6/2/2002	000003027	CRC	640319	243
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0029. /STM/002/	TIMESHEETS Equip. Trans Report	TO+12	1/17/1999	6/29/2002	000003028	CRC	640320	244
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0029. /STM/002/	TIMESHEETS Timesheets Labor	TO+12	2/16/2003	2/22/2003	000003037	CRC	640324	248
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0029. /STM/002/	TIMESHEETS Payroll Mileage Report	TO+12	3/25/2001	3/30/2001	000003039	CRC	640326	250
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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

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RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0029. /STM/002/	TIMESHEETS Payroll Mileage Report	TO+12	7/1/2001	10/20/2001	000003040 CRC	640327	251	A50183220
0029. /STM/002/	TIMESHEETS Payroll Manual Adjustments	TO+12	12/31/2000	6/30/2001	000003044 CRC	640331	252	A50183224
0029. /STM/002/	TIMESHEETS Payroll L-10 Report	TO+12	9/23/2001	4/6/2002	000003045 CRC	640332	253	A50183225
0029. /STM/002/	TIMESHEETS Payroll L-10 Report	TO+12	4/7/2002	11/2/2002	000003046 CRC	640333	254	A50183226
0029. /STM/002/	TIMESHEETS Supplemental Worksheet	TO+12	10/6/2002	12/28/2002	000003047 CRC	640334	255	A50183227
0029. /STM/002/	TIMESHEETS Payroll Mileage Report	TO+12	7/1/2001	10/6/2001	000003049 CRC	640336	256	A50183229
0029. /STM/002/	TIMESHEETS Timesheets	TO+12	12/29/2002	1/4/2003	000003050 CRC	640337	257	A50183230
0029. /STM/002/	TIMESHEETS Timesheets	TO+12	1/5/2003	1/11/2003	000003051 CRC	640338	258	A50183231
0029. /STM/002/	TIMESHEETS Timesheets	TO+12	1/12/2003	1/18/2003	000003052 CRC	640339	259	A50183232
0029. /STM/002/	TIMESHEETS Timesheets	TO+12	1/19/2003	1/25/2003	000003053 CRC	640340	260	A50183233
0029. /STM/002/	TIMESHEETS Timesheets	TO+12	1/26/2003	2/1/2003	000003054 CRC	640341	261	A50183234
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0029. /STM/002/	TIMESHEETS Weedlein Report (FY02), WorkOrder (FY01)	TO+12	7/1/2000	6/30/2002	000003061 CRC	640348	263	A50183241
0029. /STM/002/	TIMESHEETS WorkOrder/Material Report(FY01)	TO+12	7/1/2000	6/30/2001	000003062 CRC	640349	264	A50183242
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0029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	5/4/2003	5/10/2003	000003261 CRC	640352	267	A50589674
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0029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	5/18/2003	5/24/2003	000003263 CRC	640354	269	A50589676
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Date: 10/27/2017

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/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	7/20/2003	7/26/2003	000003272		640363 278	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	7/27/2003	8/2/2003	000003273		640364 279	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	8/3/2003	8/9/2003	000003274		640365 280	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	8/10/2003	8/16/2003	000003275		640366 281	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	8/17/2003	8/23/2003	000003276		640367 282	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	8/24/2003	8/30/2003	000003277		640368 283	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	8/31/2003	9/6/2003	000003278		640369 284	
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O029. /STM/002/	TIMESHEETS Timesheets - Equipment	TO+12	9/7/2003	9/13/2003	000003279		640370 285	
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/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
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0029. /STM/002/	TIMESHEETS Timesheets PP17-WK01	TO+12	2/8/2004	2/14/2004	000003335 CRC	640388	303	A50589757
0029. /STM/002/	TIMESHEETS Timesheets PP17-WK02	TO+12	2/15/2004	2/21/2004	000003336 CRC	640389	304	A50589758
0029. /STM/002/	TIMESHEETS Timesheets PP18 - WK01	TO+12	2/22/2004	2/28/2004	000003337 CRC	640390	305	A50589759
0029. /STM/002/	TIMESHEETS Timesheets PP18 - WK02	TO+12	2/29/2004	3/6/2004	000003338 CRC	640391	306	A50589760
0029. /STM/002/	TIMESHEETS Supp. W/Sheet: FY'03 PP19-24	TO+12	3/22/2003	5/31/2003	000003339 CRC	640392	307	A50589761
0029. /STM/002/	TIMESHEETS Supp. W/Sheet: FY'03-'04 PP25-04	TO+12	6/14/2003	8/23/2003	000003340 CRC	640393	308	A50922759
0029. /STM/002/	TIMESHEETS Supp. W/Sheet: FY'04 PP05-11	TO+12	8/24/2003	11/29/2003	000003341 CRC	640394	309	A50922761
0029. /STM/002/	TIMESHEETS Supp. W/Sheet: FY'04 PP12-17	TO+12	11/30/2003	2/21/2004	000003342 CRC	640395	310	A50922763
0029. /STM/002/	TIMESHEETS L-10 Report: FY'03 PP10-26	TO+12	11/3/2002	6/28/2003	000003343 CRC	640396	311	A50922765
0029. /STM/002/	TIMESHEETS L-10 Report: FY'04 PP01-PP11	TO+12	6/29/2003	1/10/2004	000003344 CRC	640397	312	A50922767
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O029. /STM/002/	TIMESHEETS Weedlein, Eqpt Trans & Projection	TO+12	7/1/2000	6/30/2003	000003364	640415	330	
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O029. /STM/002/	TIMESHEETS Bi-Wkly Reports: Sick/VC/Pers/Etc	TO+12	1/1/2003	12/31/2003	000003473	640421	336	
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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

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O029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEETS	TO+12	2/22/2004	5/15/2004	000003616 CRC	640807	369	
O029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEETS	TO+12	5/16/2004	8/7/2004	000003617 CRC	640808	370	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - ABEYTA TO AVALOS	TO+12	1/1/2002	12/31/2002	000003618 CRC	640809	371	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - AVALOS TO BORDEN	TO+12	1/1/2002	12/31/2002	000003619 CRC	640810	372	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - BONEY TO CARRIER	TO+12	1/1/2002	12/31/2002	000003620 CRC	640811	373	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - CARRIER TO CORTIINA	TO+12	1/1/2002	12/31/2002	000003621 CRC	640812	374	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - COSIO TO DUENAS	TO+12	1/1/2002	12/31/2002	000003622 CRC	640813	375	

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/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - DUKE TO FELIX	TO+12	1/1/2002	12/31/2002		000003623 CRC	640814	376
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - FIELDS TO GARCIA	TO+12	1/1/2002	12/31/2002		000003624 CRC	640815	377
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - GARCIA TO GYSIN	TO+12	1/1/2002	12/31/2002		000003625 CRC	640816	378
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - HA TO HERNANDEZ	TO+12	1/1/2002	12/31/2002		000003626 CRC	640817	379
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - HERNANDEZ TO JIMENEZ	TO+12	1/1/2002	12/31/2002		000003627 CRC	640818	380
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - JIMENEZ TO LAU	TO+12	1/1/2002	12/31/2002		000003628 CRC	640819	381
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - LAUBE TO LUNA	TO+12	1/1/2002	12/31/2002		000003629 CRC	640820	382
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - LUNDIN TO McKAY	TO+12	1/1/2002	12/31/2002		000003630 CRC	640821	383
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - McNEAL TO MUNDO	TO+12	1/1/2002	12/31/2002		000003631 CRC	640822	384
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - MUNGARAY TO OWENS	TO+12	1/1/2002	12/31/2002		000003632 CRC	640823	385
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES - PACHECO TO QUINTOS	TO+12	1/1/2002	12/31/2002		000003633 CRC	640824	386
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	9/5/2004	9/11/2004		000003634 CRC	640825	387
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	9/12/2004	9/18/2004		000003635 CRC	640826	388
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	9/19/2004	9/25/2004		000003636 CRC	640827	389
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	9/26/2004	10/2/2004		000003637 CRC	640828	390
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	7/25/2004	7/31/2004		000003696 CRC	646848	391
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	8/1/2004	8/7/2004		000003697 CRC	646849	392
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	8/8/2004	8/14/2004		000003698 CRC	646850	393
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	8/15/2004	8/21/2004		000003699 CRC	646851	394
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	8/22/2004	8/28/2004		000003700 CRC	646852	395
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	8/29/2004	9/4/2004		000003701 CRC	646853	396
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	9/5/2004	9/11/2004		000003702 CRC	646854	397
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	9/12/2004	9/18/2004		000003703 CRC	646855	398
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	9/19/2004	9/25/2004		000003704 CRC	646856	399
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	9/26/2004	10/2/2004		000003705 CRC	646857	400

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O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	10/3/2004	10/9/2004		000003706 CRC	646858	401
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	10/10/2004	10/16/2004		000003707 CRC	646859	402
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	10/17/2004	10/23/2004		000003708 CRC	646860	403
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	10/24/2004	10/30/2004		000003709 CRC	646861	404
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	10/13/2004	11/6/2004		000003710 CRC	646862	405
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	11/7/2004	11/13/2004		000003711 CRC	646863	406
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	11/14/2004	11/20/2004		000003712 CRC	646864	407
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	11/21/2004	11/27/2004		000003713 CRC	646865	408
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	11/28/2004	12/4/2004		000003714 CRC	646866	409
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	12/5/2004	12/11/2004		000003715 CRC	646867	410
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	12/12/2004	12/18/2004		000003716 CRC	646868	411
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	12/19/2004	12/25/2004		000003717 CRC	646869	412
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	12/26/2004	1/1/2005		000003718 CRC	646870	413
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	1/2/2005	1/8/2005		000003719 CRC	646871	414
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	1/9/2005	1/15/2005		000003720 CRC	646872	415
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	1/16/2005	1/22/2005		000003721 CRC	646873	416
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	1/23/2005	1/29/2005		000003722 CRC	646874	417
O029. /STM/002/	TIMESHEETS TIMESHEETS (EQUIPMENT)	TO+12	1/30/2005	2/5/2005		000003723 CRC	646875	418
O029. /STM/002/	TIMESHEETS EQUIPMENT COST ACCT (MIS)	TO+12	1/1/2004	12/31/2004		000003724 CRC	646876	419
O029. /STM/002/	TIMESHEETS EQUIPMENT COST ACCT (MIS) YR 04	TO+12	1/1/2004	12/31/2004		000003725 CRC	646877	420
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	10/3/2004	10/9/2004		000003726 CRC	652570	421
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	10/10/2004	10/16/2004		000003727 CRC	652571	422
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	10/17/2004	10/23/2004		000003728 CRC	652572	423
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	10/24/2004	10/30/2004		000003729 CRC	652573	424
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	10/31/2004	11/6/2004		000003730 CRC	652574	425

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O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	11/7/2004	11/13/2004	000003731 CRC	652575	426	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	11/14/2004	11/20/2004	000003732 CRC	652576	427	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	11/21/2004	11/27/2004	000003733 CRC	652577	428	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	11/28/2004	12/4/2004	000003734 CRC	652578	429	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	12/5/2004	12/11/2004	000003735 CRC	652579	430	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	12/12/2004	12/18/2004	000003736 CRC	652580	431	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	12/19/2004	12/25/2004	000003737 CRC	652581	432	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	12/26/2004	1/1/2005	000003738 CRC	652582	433	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	1/2/2005	1/8/2005	000003739 CRC	652583	434	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	1/9/2005	1/15/2005	000003740 CRC	652584	435	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	1/16/2005	1/22/2005	000003741 CRC	652585	436	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	1/23/2005	1/29/2005	000003742 CRC	652586	437	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	1/30/2005	2/5/2005	000003743 CRC	652587	438	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	2/6/2005	2/12/2005	000003744 CRC	652588	439	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	2/13/2005	2/19/2005	000003745 CRC	652589	440	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	2/20/2005	2/26/2005	000003746 CRC	652590	441	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	2/27/2005	3/5/2005	000003747 CRC	652591	442	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	3/6/2005	3/12/2005	000003748 CRC	652592	443	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	3/13/2005	3/19/2005	000003749 CRC	652593	444	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	3/20/2005	3/26/2005	000003750 CRC	657966	445	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	3/27/2005	4/2/2005	000003751 CRC	657967	446	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	4/3/2005	4/9/2005	000003752 CRC	657968	447	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	4/10/2005	4/16/2005	000003753 CRC	657969	448	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	4/17/2005	4/23/2005	000003754 CRC	657970	449	
O029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	4/24/2005	4/30/2005	000003755 CRC	657971	450	

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0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	5/1/2005	5/7/2005	000003756 CRC	657972	451	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	5/8/2005	5/14/2005	000003757 CRC	657973	452	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	5/15/2005	5/21/2005	000003758 CRC	657974	453	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	5/22/2005	5/28/2005	000003759 CRC	657975	454	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	5/29/2005	6/4/2005	000003760 CRC	657976	455	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR	TO+12	6/5/2005	6/11/2005	000003761 CRC	657977	456	
0029. /STM/002/	TIMESHEETS MANUAL ADJUSTMENTS (PPEND)	TO+12	7/3/2001	6/28/2003	000003762 CRC	657978	457	
0029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEETS (PPEND)	TO+12	8/8/2004	11/13/2004	000003763 CRC	657979	458	
0029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEETS (PPEND)	TO+12	11/14/2004	2/19/2005	000003764 CRC	657980	459	
0029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEETS (PPEND)	TO+12	2/20/2005	5/14/2005	000003765 CRC	657981	460	
0029. /STM/002/	TIMESHEETS BONUS REPORTS (PPEND)	TO+12	8/24/2003	12/27/2003	000003766 CRC	657982	461	
0029. /STM/002/	TIMESHEETS BONUS REPORTS (PPEND)	TO+12	1/10/2004	5/1/2004	000003767 CRC	657983	462	
0029. /STM/002/	TIMESHEETS EMPLOYMENT VERIFICATION (A-Z)	TO+12	1/1/2001	12/31/2001	000003769 CRC	657985	463	
0029. /STM/002/	TIMESHEETS EMPLOYMENT VERIFICATION (A-Z)	TO+12	1/1/2002	4/30/2002	000003770 CRC	657986	464	
0029. /STM/002/	TIMESHEETS EMPLOYMENT VERIFICATION (A-Z)	TO+12	5/1/2002	12/31/2002	000003771 CRC	657987	465	
0029. /STM/002/	TIMESHEETS L-10 REPORTS (PP 15-26) FY '04	TO+12	1/1/2004	12/31/2004	000003772 CRC	657988	466	
0029. /STM/002/	TIMESHEETS L-10 REPORTS (PP 15-26) FY '05	TO+12	1/1/2005	12/31/2005	000003773 CRC	657989	467	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 26	TO+12	6/12/2005	6/18/2005	000003774 CRC	706449	468	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 26	TO+12	6/19/2005	6/25/2005	000003775 CRC	706450	469	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 01	TO+12	6/26/2005	7/2/2005	000003776 CRC	706451	470	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 01	TO+12	7/3/2005	7/9/2005	000003777 CRC	706452	471	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 02	TO+12	7/10/2005	7/16/2005	000003778 CRC	706453	472	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 02	TO+12	7/17/2005	7/23/2005	000003779 CRC	706454	473	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 03	TO+12	7/24/2005	7/30/2005	000003780 CRC	706455	474	
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 03	TO+12	7/31/2005	8/6/2005	000003781 CRC	706456	475	

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0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 04	TO+12	8/7/2005	8/13/2005		000003782 CRC	706457	476
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 04	TO+12	8/14/2005	8/20/2005		000003783 CRC	706458	477
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 05	TO+12	8/21/2005	8/27/2005		000003784 CRC	706459	478
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 05	TO+12	8/28/2005	9/3/2005		000003785 CRC	706460	479
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 06	TO+12	9/4/2005	9/10/2005		000003786 CRC	706461	480
0029. /STM/002/	TIMESHEETS TIMESHEETS, LABOR PP 06	TO+12	9/11/2005	9/17/2005		000003787 CRC	706462	481
0029. /STM/002/	TIMESHEETS 2004 SICK / VAC. / PERSONAL BI-WEEKLY RPT.	TO+12	1/1/2004	12/31/2004		000003788 CRC	706463	482
0029. /STM/002/	TIMESHEETS 2004 NEMP TABLE	TO+12	1/1/2004	12/31/2004		000003789 CRC	706464	483
0029. /STM/002/	TIMESHEETS RUBIO TO SINSABAUGH (INCL. 2000-2001)	TO+12	1/1/2002	12/31/2002		000003790 CRC	706465	484
0029. /STM/002/	TIMESHEETS RAFAEL TO RUBIO (INCL. 2000-2001)	TO+12	1/1/2002	12/31/2002		000003791 CRC	706466	485
0029. /STM/002/	TIMESHEETS SLAUGHTER TO TORRES (INCL. 2000-2001)	TO+12	1/1/2002	12/31/2002		000003792 CRC	706467	486
0029. /STM/002/	TIMESHEETS WAKE TO WINDSOR (INCL. 2000-2001)	TO+12	1/1/2002	12/31/2002		000003793 CRC	706468	487
0029. /STM/002/	TIMESHEETS WINTERS TO ZOVAK (INCL. 2000-2001)	TO+12	1/1/2002	12/31/2002		000003794 CRC	706469	488
0029. /STM/002/	TIMESHEETS 2004 BLUE SLIPS 7405 (INCL. 2000)	TO+12	1/1/2004	12/31/2004		000003795 CRC	706470	489
0029. /STM/002/	TIMESHEETS 2003 VERIFICATION OF EMPLOYMENT (A-Z)	TO+12	1/1/2003	12/31/2003		000003796 CRC	706471	490
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES (TORRES TO VU)	TO+12	1/1/2002	12/31/2002		000003797 CRC	711729	491
0029. /STM/002/	TIMESHEETS SUPPLEMENTAL REPORT FY 05 - FY 06 PP24 - PP03	TO+12	5/28/2005	8/6/2005		000003799 CRC	711731	492
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 11 - PP 18	TO+12	11/29/2003	3/6/2004		000003802 CRC	711734	493
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 19 - PP 26	TO+12	3/20/2004	6/26/2004		000003803 CRC	711735	494
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 01 - PP 08	TO+12	7/10/2004	10/16/2004		000003804 CRC	711736	495
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 09 - PP 15	TO+12	10/30/2004	1/22/2005		000003805 CRC	711737	496
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 16 - PP 23	TO+12	2/5/2005	5/14/2005		000003806 CRC	711738	497
0029. /STM/002/	TIMESHEETS PAYROLL/REIMB. CERTS - PP 24 - PP 05	TO+12	5/28/2005	9/3/2005		000003807 CRC	711739	498
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 19- PP 08	TO+12	3/1/2002	10/5/2002		000003808 CRC	711740	499
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 09- PP 15	TO+12	10/6/2002	1/11/2003		000003809 CRC	711741	500

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/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 13- PP 22	TO+12	12/1/2002	4/19/2003		00003810 CRC	711742	501
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 23- PP 06	TO+12	4/20/2003	9/6/2003		00003811 CRC	711743	502
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 09 - PP 20	TO+12	11/1/2003	4/3/2004		00003812 CRC	711744	503
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 21 - PP 10	TO+12	4/17/2004	11/13/2004		00003813 CRC	711745	504
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS/STATEMENTS PP 11 - PP 01	TO+12	11/14/2004	7/9/2005		00003814 CRC	711746	505
0029. /STM/002/	TIMESHEETS MILEAGE REPORTS DIV: 740; PP 16 - PP 16	TO+12	1/25/2004	1/23/2005		00003815 CRC	711747	506
0029. /STM/002/	TIMESHEETS MILEAGE (ALPHA) A - Z PP 03 - PP 26	TO+12	8/7/2004	6/25/2005		00003816 CRC	711748	507
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 17-1	TO+12	2/6/2005	2/12/2005		00003817 CRC	711749	508
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 17-2	TO+12	2/13/2002	2/19/2005		00003818 CRC	711750	509
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 18-1	TO+12	2/20/2005	2/26/2005		00003819 CRC	711751	510
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 18-2	TO+12	2/27/2005	3/5/2005		00003820 CRC	711752	511
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 19-1	TO+12	3/6/2005	3/12/2005		00003821 CRC	711753	512
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 19-2	TO+12	3/13/2005	3/19/2005		00003822 CRC	711754	513
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 20-1	TO+12	3/20/2005	3/26/2005		00003823 CRC	711755	514
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 20-2	TO+12	3/27/2005	4/2/2005		00003824 CRC	711756	515
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 21-1	TO+12	4/3/2005	4/9/2005		00003825 CRC	711757	516
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 21-2	TO+12	4/10/2005	4/16/2005		00003826 CRC	711758	517
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 22-1	TO+12	4/17/2005	4/23/2005		00003827 CRC	711759	518
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 22-2	TO+12	4/24/2005	4/30/2005		00003828 CRC	711760	519
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 23-1	TO+12	5/1/2005	5/7/2005		00003829 CRC	711761	520
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 23-2	TO+12	5/8/2005	5/14/2005		00003830 CRC	711762	521
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 24-1	TO+12	5/15/2005	5/21/2005		00003831 CRC	711763	522
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 24-2	TO+12	5/22/2005	5/28/2005		00003832 CRC	711764	523
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 25-1	TO+12	5/29/2005	6/4/2005		00003833 CRC	711765	524
0029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 25-2	TO+12	6/5/2005	6/11/2005		00003834 CRC	711766	525

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RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 26-1	TO+12	6/12/2005	6/18/2005		000003835 CRC	711767	526
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 26-2	TO+12	6/19/2005	6/25/2005		000003836 CRC	711768	527
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 01-1	TO+12	6/26/2005	7/2/2005		000003837 CRC	711769	528
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 01-2	TO+12	7/3/2005	7/9/2005		000003838 CRC	711770	529
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 02-1	TO+12	7/10/2005	7/16/2005		000003839 CRC	711771	530
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 02-2	TO+12	7/17/2005	7/23/2005		000003840 CRC	711772	531
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 03-1	TO+12	7/24/2005	7/30/2005		000003841 CRC	711773	532
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 03-2	TO+12	7/31/2005	8/8/2005		000003842 CRC	711774	533
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 04-1	TO+12	8/7/2005	8/13/2005		000003843 CRC	711775	534
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 04-2	TO+12	8/17/2005	8/20/2005		000003844 CRC	711776	535
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 05-1	TO+12	8/21/2005	8/27/2005		000003845 CRC	711777	536
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 05-2	TO+12	8/28/2005	9/3/2005		000003846 CRC	711778	537
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 06-1	TO+12	9/4/2005	9/10/2005		000003847 CRC	711779	538
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 06-2	TO+12	9/11/2005	9/17/2005		000003848 CRC	711780	539
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 07-1	TO+12	9/18/2005	9/24/2005		000003849 CRC	711781	540
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 07-2	TO+12	9/25/2005	10/1/2005		000003850 CRC	711782	541
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 08-1	TO+12	10/2/2005	10/8/2005		000003851 CRC	711783	542
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 08-2	TO+12	10/9/2005	10/15/2005		000003852 CRC	711784	543
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 09-1	TO+12	10/16/2005	10/22/2005		000003853 CRC	711785	544
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 09-2	TO+12	10/23/2005	10/29/2005		000003854 CRC	711786	545
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 10-1	TO+12	10/30/2005	11/5/2005		000003855 CRC	711787	546
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 10-2	TO+12	11/6/2005	11/12/2005		000003856 CRC	711788	547
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 11-1	TO+12	11/13/2005	11/19/2005		000003857 CRC	711789	548
O029. /STM/002/	TIMESHEETS EQUIPMENT TIMESHEETS PP 11-2	TO+12	11/20/2005	11/26/2005		000003858 CRC	711790	549
O029. /STM/002/	TIMESHEETS FORM 41'S: A - B	TO+12	1/1/2000	12/31/2004		000003859	712239	550

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SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS FORM 41'S: B	TO+12	1/1/2000	12/31/2004	000003860	712240	551	
O029. /STM/002/	TIMESHEETS FORM 41'S: B TO C	TO+12	1/1/2000	12/31/2004	000003861	712241	552	
O029. /STM/002/	TIMESHEETS FORM 41'S: C	TO+12	1/1/2000	12/31/2004	000003862	712242	553	
O029. /STM/002/	TIMESHEETS FORM 41'S: D TO E	TO+12	1/1/2000	12/31/2004	000003863	712243	554	
O029. /STM/002/	TIMESHEETS FORM 41'S: E TO F	TO+12	1/1/2000	12/31/2004	000003864	712244	555	
O029. /STM/002/	TIMESHEETS FORM 41'S: G	TO+12	1/1/2000	12/31/2004	000003865	712245	556	
O029. /STM/002/	TIMESHEETS FORM 41'S: G, H TO I	TO+12	1/1/2000	12/31/2004	000003866	712246	557	
O029. /STM/002/	TIMESHEETS FORM 41'S: J TO K	TO+12	1/1/2000	12/31/2004	000003867	712247	558	
O029. /STM/002/	TIMESHEETS FORM 41'S: L	TO+12	1/1/2000	12/31/2004	000003868	712248	559	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP07	TO+12	9/18/2005	9/24/2005	000003869 CRC	712249	560	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	9/25/2005	10/1/2005	000003870 CRC	712250	561	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 08	TO+12	10/2/2005	10/15/2005	000003871 CRC	712251	562	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	10/9/2005	10/15/2005	000003872 CRC	712252	563	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 09	TO+12	10/16/2005	10/22/2005	000003873 CRC	712253	564	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	10/23/2005	10/29/2005	000003874 CRC	712254	565	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 10	TO+12	10/30/2005	11/5/2005	000003875 CRC	712255	566	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	11/6/2005	11/12/2005	000003876 CRC	712256	567	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 11	TO+12	11/13/2005	11/19/2005	000003877 CRC	712257	568	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	11/20/2005	11/26/2005	000003878 CRC	712258	569	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 12	TO+12	11/27/2005	12/3/2005	000003879 CRC	712259	570	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	12/4/2005	12/10/2005	000003880 CRC	712260	571	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 13	TO+12	12/11/2005	12/17/2005	000003881 CRC	712261	572	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR	TO+12	12/18/2005	12/24/2005	000003882 CRC	712262	573	
O029. /STM/002/	TIMESHEETS TIMESHEETS LABOR PP 14	TO+12	12/25/2005	12/31/2005	000003883 CRC	712263	574	
O029. /STM/002/	TIMESHEETS CORRECTION NOTICES: A	TO+12	1/1/2003	12/31/2004	000003893 CRC	712273	575	

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RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: A TO B	TO+12	1/1/2003	12/31/2004		000003894 CRC	712274	576
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: B	TO+12	1/1/2003	12/31/2004		000003895 CRC	712275	577
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: B TO C	TO+12	1/1/2003	12/31/2004		000003896 CRC	712276	578
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: C TO D	TO+12	1/1/2003	12/31/2004		000003897 CRC	712277	579
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: D	TO+12	1/1/2003	12/31/2004		000003898 CRC	712278	580
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: E	TO+12	1/1/2003	12/31/2004		000003899 CRC	712279	581
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: F TO G	TO+12	1/1/2003	12/31/2004		000003900 CRC	712280	582
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: G	TO+12	1/1/2003	12/31/2004		000003901 CRC	712281	583
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: G TO H	TO+12	1/1/2003	12/31/2004		000003902 CRC	712282	584
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: H	TO+12	1/1/2003	12/31/2004		000003903 CRC	712283	585
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: H, I TO J	TO+12	1/1/2003	12/31/2004		000003904 CRC	712284	586
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: J TO K	TO+12	1/1/2003	12/31/2004		000003905 CRC	712285	587
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: K TO L	TO+12	1/1/2003	12/31/2004		000003906 CRC	712286	588
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: L TO M	TO+12	1/1/2003	12/31/2004		000003907 CRC	712287	589
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: M (1)	TO+12	1/1/2003	12/31/2004		000003908 CRC	712288	590
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: M (2)	TO+12	1/1/2003	12/31/2004		000003909 CRC	712289	591
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: M, N TO P	TO+12	1/1/2003	12/31/2004		000003910 CRC	712290	592
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: P TO R	TO+12	1/1/2003	12/31/2004		000003911 CRC	712291	593
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: R	TO+12	1/1/2003	12/31/2004		000003912 CRC	712292	594
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: S	TO+12	1/1/2003	12/31/2004		000003913 CRC	712293	595
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: S TO T	TO+12	1/1/2003	12/31/2004		000003914 CRC	712294	596
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: T	TO+12	1/1/2003	12/31/2004		000003915 CRC	712295	597
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: T, U TO V	TO+12	1/1/2003	12/31/2004		000003916 CRC	712296	598
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: V TO W	TO+12	1/1/2003	12/31/2004		000003917 CRC	712297	599
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: W TO Z	TO+12	1/1/2003	12/31/2004		000003918 CRC	712298	600

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SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS ORIGINAL FILES	TO+12	1/1/1998	12/31/2004	000003919		712299	601
O029. /STM/002/	TIMESHEETS ORIGINAL FILES	TO+12	1/1/2000	12/31/2004	000003920		712300	602
O029. /STM/002/	TIMESHEETS EMPLOYEE FOLDERS (RET/TER A - L)	TO+12	1/1/2000	12/31/2004	000003921		712301	603
O029. /STM/002/	TIMESHEETS EMPLOYEE FOLDERS (RET/TER M - T)	TO+12	1/1/2000	12/31/2004	000003922		712302	604
O029. /STM/002/	TIMESHEETS EMPLOYEE FOLDERS (RET/TER)	TO+12	1/1/2000	12/31/2004	000003923		712303	605
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	10/19/2000	2/22/2001	000003928		712308	606
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	2/23/2001	6/1/2001	000003940		712320	607
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	4/16/2001	11/30/2001	000003941		712321	608
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	4/23/2003	8/8/2003	000003942		712322	609
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	2/19/2002	4/18/2002	000003943		712323	610
O029. /STM/002/	TIMESHEETS RECORD OF EMERGENCY SERVICE	TO+12	1/13/2002	6/20/2002	000003944		712324	611
O029. /STM/002/	TIMESHEETS TIMESHEETS- CREW 080 & CREW 085	TO+12	12/1/2004	12/1/2005	000003946		718955	612
O029. /STM/002/	TIMESHEETS TIMESHEETS-CREW 080 & CREW 085	TO+12	12/1/2004	12/1/2005	000003946		720906	613
O029. /STM/002/	TIMESHEETS TIMESHEETS-CREW 050 & CREW 079	TO+12	12/1/2004	12/1/2005	000003947		720907	614
O029. /STM/002/	TIMESHEETS TIMESHEETS-CREW 050 & 079	TO+12	12/1/2004	12/1/2005	000003947		718956	615
O029. /STM/002/	TIMESHEETS TIMESHEETS-CREWS 023, 041, 042, 043, 044	TO+12	12/1/2004	12/1/2005	000003948		718957	616
O029. /STM/002/	TIMESHEETS TIMESHEETS-CREWS 023, 041, 042, 043, 044	TO+12	12/1/2004	12/1/2005	000003948		720908	617
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 050 - 079	TO+12	1/1/2004	12/1/2004	000003963		720911	618
O029. /STM/002/	TIMESHEETS TIME SHEETS CREW 050-079	TO+12	1/1/2004	12/1/2004	000003963		718971	619
O029. /STM/002/	TIMESHEETS TIME SHEETS CREW 002-022	TO+12	1/1/2004	12/1/2004	000003964		718972	620
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 002-022	TO+12	1/1/2004	12/1/2004	000003964		720912	621
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 080-085	TO+12	1/1/2004	12/1/2004	000003965		720913	622
O029. /STM/002/	TIMESHEETS TIME SHEETS CREW 080-085	TO+12	1/1/2004	12/1/2004	000003965		718973	623
O029. /STM/002/	TIMESHEETS TIMESHEETS CREW 081, 084, 085, 020	TO+12	1/1/2002	1/1/2003	000003974		718982	624
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 081, 084, 085, 020	TO+12	1/1/2002	1/1/2003	000003974		720914	625

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SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 002, 020, 080.	TO+12	1/1/2002	1/1/2003		000003975	720915	628
O029. /STM/002/	TIMESHEETS TIMESHEETS CREW 002, 020, 080	TO+12	1/1/2002	1/1/2003		000003975	718983	627
O029. /STM/002/	TIMESHEETS TIMESHEETS 002, 022	TO+12	12/1/2004	12/1/2005		000003976	718984	628
O029. /STM/002/	TIMESHEETS PAYROLL WORKSHEETS CREW 002, 022	TO+12	12/1/2004	12/1/2005		000003976	720916	629
O029. /STM/002/	TIMESHEETS EQPT TIMESHEETS PP 12-1	TO+12	11/27/2005	12/3/2005		000003977 CRC	718813	630
O029. /STM/002/	TIMESHEETS EQPT TIMESHEETS PP 12-2	TO+12	12/4/2005	12/10/2005		000003978 CRC	718814	631
O029. /STM/002/	TIMESHEETS EQPT TIMESHEETS PP 13-1	TO+12	12/11/2005	12/17/2005		000003979 CRC	718815	632
O029. /STM/002/	TIMESHEETS EQPT TIMESHEETS PP 13-2	TO+12	12/18/2005	12/24/2005		000003980 CRC	718816	633
O029. /STM/002/	TIMESHEETS EQPT TIMESHEETS PP 14-1	TO+12	12/25/2005	12/31/2005		000003981 CRC	718817	634
O029. /STM/002/	TIMESHEETS Mileage Statements	TO+12	1/1/2005	12/31/2005		000004068 CRC	721914	635
O029. /STM/002/	TIMESHEETS FY 2001 to 2004 & Cancel Checks / Reverse Dir. Dep. FY 2004 (BOX 4072 MERGED WITH BOX 4071)	TO+12	1/1/2001	12/31/2004		000004071 CRC	721917	636
O029. /STM/002/	TIMESHEETS Payroll Certs. And Register	TO+12	9/17/2005	11/26/2005		000004073 CRC	721919	637
O029. /STM/002/	TIMESHEETS Bonus Reports	TO+12	5/2/2004	9/4/2004		000004077 CRC	721923	638
O029. /STM/002/	TIMESHEETS PP 06 to PP 15	TO+12	9/5/2004	1/22/2005		000004078 CRC	721924	639
O029. /STM/002/	TIMESHEETS PP 16 to PP 24	TO+12	1/23/2005	5/28/2005		000004079 CRC	721925	640
O029. /STM/002/	TIMESHEETS Jury Duty	TO+12	1/1/2002	12/31/2004		000004083 CRC	721929	641
O029. /STM/002/	TIMESHEETS A to B	TO+12	1/1/2000	12/31/2004		000004093 CRC	721958	642
O029. /STM/002/	TIMESHEETS B	TO+12	1/1/2000	12/31/2004		000004094 CRC	721959	643
O029. /STM/002/	TIMESHEETS B TO C	TO+12	1/1/2000	12/31/2004		000004095 CRC	721960	644
O029. /STM/002/	TIMESHEETS C #1	TO+12	1/1/2000	12/31/2004		000004096 CRC	721961	645
O029. /STM/002/	TIMESHEETS C #2	TO+12	1/1/2000	12/31/2004		000004097 CRC	721962	646
O029. /STM/002/	TIMESHEETS D	TO+12	1/1/2000	12/31/2004		000004098 CRC	721963	647
O029. /STM/002/	TIMESHEETS E TO F	TO+12	1/1/2000	12/31/2004		000004099 CRC	721964	648
O029. /STM/002/	TIMESHEETS G #1	TO+12	1/1/2000	12/31/2004		000004100 CRC	721965	649
O029. /STM/002/	TIMESHEETS G #2	TO+12	1/1/2000	12/31/2004		000004101 CRC	721966	650

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25

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J.S.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

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RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0029. /STM/002/	TIMESHEETS H	TO+12	1/1/2000	12/31/2004	000004102 CRC		721967	651
0029. /STM/002/	TIMESHEETS I TO K	TO+12	1/1/2000	12/31/2004	000004103 CRC		721968	652
0029. /STM/002/	TIMESHEETS L	TO+12	1/1/2000	12/31/2004	000004104 CRC		721969	653
0029. /STM/002/	TIMESHEETS M #1	TO+12	1/1/2000	12/31/2004	000004105 CRC		721970	654
0029. /STM/002/	TIMESHEETS M #2	TO+12	1/1/2000	12/31/2004	000004106 CRC		721971	655
0029. /STM/002/	TIMESHEETS M #3	TO+12	1/1/2000	12/31/2004	000004107 CRC		721972	656
0029. /STM/002/	TIMESHEETS N TO O	TO+12	1/1/2000	12/31/2004	000004108 CRC		721973	657
0029. /STM/002/	TIMESHEETS P TO Q	TO+12	1/1/2000	12/31/2004	000004109 CRC		721974	658
0029. /STM/002/	TIMESHEETS R	TO+12	1/1/2000	12/31/2004	000004110 CRC		721975	659
0029. /STM/002/	TIMESHEETS S	TO+12	1/1/2000	12/31/2004	000004111 CRC		721976	660
0029. /STM/002/	TIMESHEETS T	TO+12	1/1/2000	12/31/2004	000004112 CRC		721977	661
0029. /STM/002/	TIMESHEETS U TO W	TO+12	1/1/2000	12/31/2004	000004113 CRC		721978	662
0029. /STM/002/	TIMESHEETS W TO Z	TO+12	1/1/2000	12/31/2004	000004114 CRC		721979	663
0029. /STM/002/	TIMESHEETS CORRECTION NOTICES: C #1 2003 TO 2004	TO+12	1/1/2003	12/31/2004	000004115 CRC		721980	664
0029. /STM/002/	TIMESHEETS C #2 2003 TO 2004	TO+12	1/1/2003	12/31/2004	000004116 CRC		721981	665
0029. /STM/002/	TIMESHEETS Retired/Terminated: A to O	TO+12	1/1/2003	12/31/2004	000004117 CRC		721982	666
0029. /STM/002/	TIMESHEETS Retired/Terminated: P to Z	TO+12	1/1/2003	12/31/2004	000004118 CRC		721983	667
0029. /STM/002/	TIMESHEETS SUPPLEMENTAL WORKSHEET: PP 08 to PP 13	TO+12	10/2/2005	12/31/2005	000004119 CRC		721984	668
0029. /STM/002/	TIMESHEETS Manual Adjustments: One Box only	TO+12	6/29/2003	6/25/2004	000004121 CRC		721987	669
0029. /STM/002/	TIMESHEETS 2005 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004148 CRC		722187	670
0029. /STM/002/	TIMESHEETS 2005 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004149 CRC		722188	671
0029. /STM/002/	TIMESHEETS 2005 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004150 CRC		722189	672
0029. /STM/002/	TIMESHEETS 2005 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004151 CRC		722190	673
0029. /STM/002/	TIMESHEETS 2006 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004152 CRC		722191	674
0029. /STM/002/	TIMESHEETS 2005 STORM RELATED TIMESHEETS	TO+12	1/1/2005	12/31/2005	000004153 CRC		722192	675

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

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RECORDS OF: FINANCIAL SERVICES SECTION /STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/2004	12/31/2004	000004155 CRC	725729	676	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/1997	12/31/2002	000004156 CRC	725730	677	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/2001	12/31/2001	000004157 CRC	725731	678	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/2001	12/31/2001	000004158 CRC	725732	679	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	9/1/2002	2/1/2003	000004159 CRC	725733	680	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	9/1/2003	5/1/2003	000004160 CRC	725734	681	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/2005	12/1/2005	000004161 CRC	725735	682	
O029. /STM/002/	TIMESHEETS TIMESHEETS	TO+12	1/1/2003	8/1/2003	000004162	725736	683	
O029. /STM/002/	TIMESHEETS MANUAL ADJUSTMENTS PP 01 PP 16	TO+12	7/1/2004	2/5/2005	000004193 CRC	726450	684	
O029. /STM/002/	TIMESHEETS MANUAL ADJUSTMENTS PP 17 PP 26	TO+12	2/6/2005	6/25/2005	000004194 CRC	726451	685	
O029. /STM/002/	TIMESHEETS L-10 REPORT - PP 10 PP 26	TO+12	10/31/2004	6/25/2005	000004197 CRC	726454	686	
O029. /STM/002/	TIMESHEETS PAYROLL RETRO - BOX 1	TO+12	1/1/2001	12/31/2003	000004201 CRC	726458	687	
O029. /STM/002/	TIMESHEETS PAYROLL RETRO - BOX 2	TO+12	1/1/2000	12/31/2004	000004202 CRC	726459	688	
O029. /STM/002/	TIMESHEETS BLUE SLIPS A - G	TO+12	1/1/2005	12/31/2005	000004211 CRC	727134	689	
O029. /STM/002/	TIMESHEETS BLUE SLIPS H - Q	TO+12	1/1/2005	12/31/2005	000004212 CRC	727135	690	
O029. /STM/002/	TIMESHEETS BLUE SLIPS R - Z	TO+12	1/1/2005	12/31/2005	000004213 CRC	727136	691	
O029. /STM/002/	TIMESHEETS SPECIAL ADJUSTMENTS FY05	TO+12	6/1/2004	5/31/2005	000004269 CRC	730063	692	
O029. /STM/002/	TIMESHEETS Correction Notices: Abele to Blas: 2005	TO+12	1/1/2005	12/31/2005	000004297 CRC	731542	693	
O029. /STM/002/	TIMESHEETS Correction Notices: Bobchalk to Chu: 2005	TO+12	1/1/2005	12/31/2005	000004298 CRC	731543	694	
O029. /STM/002/	TIMESHEETS Correction Notices: Chu to Dobashi: 2005	TO+12	1/1/2005	12/31/2005	000004299 CRC	731544	695	
O029. /STM/002/	TIMESHEETS Correction Notices: Dolliole to Garcia: 2005	TO+12	1/1/2005	12/31/2005	000004300 CRC	731545	696	
O029. /STM/002/	TIMESHEETS Correction Notices: Garcia to Harvey: 2005	TO+12	1/1/2005	12/31/2005	000004301 CRC	731546	697	
O029. /STM/002/	TIMESHEETS Correction Notices: Harvey to Jaime: 2005	TO+12	1/1/2005	12/31/2005	000004302 CRC	731547	698	
O029. /STM/002/	TIMESHEETS Correction Notices: Jaime to Lin: 2005	TO+12	1/1/2005	12/31/2005	000004303 CRC	731548	699	
O029. /STM/002/	TIMESHEETS Correction Notices: Lineberger to Mendoza: 2005	TO+12	1/1/2005	12/31/2005	000004304 CRC	731549	700	

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

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RECORDS OF: FINANCIAL SERVICES SECTION

/STM/002/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0029. /STM/002/	TIMESHEETS Correction Notices: Mendoza to Myles: 2005	TO+12	1/1/2005	12/31/2005	000004305 CRC	731550	701	
0029. /STM/002/	TIMESHEETS Correction Notices: Narayanan to Proctor: 2005	TO+12	1/1/2005	12/31/2005	000004306 CRC	731551	702	
0029. /STM/002/	TIMESHEETS Correction Notices: Quach to Sarabia: 2005	TO+12	1/1/2005	12/31/2005	000004307 CRC	731552	703	
0029. /STM/002/	TIMESHEETS Correction Notices: Saucedo to Sweets: 2005	TO+12	1/1/2005	12/31/2005	000004308 CRC	731553	704	
0029. /STM/002/	TIMESHEETS Correction Notices: Tafuya to Valdovinos: 2005	TO+12	1/1/2005	12/31/2005	000004309 CRC	731554	705	
0029. /STM/002/	TIMESHEETS Correction Notices: Valencia to Zlock: 2005	TO+12	1/1/2005	12/31/2005	000004310 CRC	731555	706	
0029. /STM/002/	TIMESHEETS GROUP A NOISE BONUS RETRO	TO+12	1/1/2004	12/31/2004	000005119 CRC	817105	707	
0029. /STM/002/	TIMESHEETS SPLIT CKS & REFUND OF ERRONEOUS PST	TO+12	7/1/1996	6/30/2005	000005160 CRC	822965	708	
0029. /STM/002/	TIMESHEETS DEDUCT CHECK	TO+12	1/1/1996	12/31/2005	000005161 CRC	822966	709	
0029. /STM/002/	TIMESHEETS FY 2003-2005 ADJS FILE WO CORRECTION	TO+12	7/1/2002	6/30/2005	000005207 CRC	826087	710	

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 710

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED
 TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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